

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C1288

Page 1 of 3

Agency County Commissioners of Calvert County, MD	Division/Unit Planning & Zoning Board of Appeals
---	--

Item No.	Description	Retention
1	<p>Email</p> <p>“The issuance of a legal hold by the County Attorney’s Office overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the County Attorney’s Office. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so.”</p>	
1-A	<p>Transitory Correspondence</p> <p>Incoming and outgoing email correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.</p>	<p align="center"><i>and</i></p> <p>Retain 1 year until administrative need ends and then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date Revised June 22, 2018
 Signature *J. Mark Willis*
 Typed Name J. Mark Willis
 Title Director, Planning & Zoning

Schedule Authorized by State Archivist
 Date 9-12-18
 Signature *Timothy D. Bur*

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. C1288

Page 2 of 3

Agency
County Commissioners of Calvert County, MD

Division/Unit

**Planning & Zoning
Board of Appeals**

Item No.	Description	Retention
1-B	<p>Administrative Correspondence</p> <p>Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated series should follow the associated retention period.</p>	Retain for 1 year then purge from email system.
1-C	<p>Executive Correspondence</p> <p>Incoming and outgoing business-related correspondence that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. The executive decision-maker is the agency director.</p>	Permanent. Retain for 1 year, then transfer to the State Archives.
2	<p>Meeting Minutes, Tapes/CDs/and SD Recordings of Board of Appeal Cases</p> <p>Board of Appeals Meeting Minutes and Taped and/or CD recordings for Public Board of Appeals hearings for Calvert County, MD. Records are kept in chronological order. The information regarding decisions is kept in chronological order, and can be accessed by property id (map, parcel and section number) and case number. These are of significance as the reasons leading to the decisions of the Board of Appeals are discussed during the hearings. These are discussions that are at times reviewed when land use questions regarding those properties arise during subsequent zoning change requests. (Taped recordings were subsequently replaced with CD records, cd records were replaced with SD (media that is currently being used.))</p>	Retain for 1 year ^{and} until administrative need ends and then destroy.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. C1288

Page 3 of 3

Agency
County Commissioners of Calvert County, MD

Division/Unit

Planning & Zoning
Board of Appeals

Item No.	Description	Retention
3	Vacant-Series was merged with related material	
4	<p>Board of Appeals Application Submittals and General Record Files</p> <p>Documentation for all cases that come before the Board of Appeals for Calvert County, MD including application packages, plats, exhibits, staff reports, and Board of Appeals court orders. Appeals that the Board of Appeals hears include variances, special exceptions and expansion or replacement of non-conforming uses to the zoning ordinance regulations. Files also include mailing address files, procedures, invoices and budget files.</p>	<p>Retain for 1 year ^{and} until administrative need ends and then destroy.</p>
5	Vacant-Series merged with related materials	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>5</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Planning & Zoning</p>	<p>3. Unit Board of Appeals</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 1 Email 1A Transitory Correspondence</p>	<p>5. Earliest Year/Latest Year ____ 2016 ____ to ____ 2017 ____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Incoming and outgoing email correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) _____ emails with Word document files, and PDF document files as attachments _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) Emails are Sorted chronologically and Alphabetically in topical folders Within the email mailbox.</p>	<p>9. Volume ____ 300 megabytes ____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ megabytes _____</p> <p>10. Annual Accumulation ____ 150 megabytes ____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ megabytes _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After ____ see note below ____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Retain for 1 year or until administrative need ends and then destroy.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 150 Main Street - 3rd floor Prince Frederick, MD 20678</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 1 year ^{or} until administrative need ends and then destroy</p>	
<p>19. Name and Title of Preparer Denise Cherry, Manager Administrative Services</p>	<p>20. Telephone Number 410-535-1600 x2340</p>	<p>21. Date June 22, 2018</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>5</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Planning & Zoning</p>	<p>3. Unit Board of Appeals</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 1-B Administrative Correspondence</p>	<p>5. Earliest Year/Latest Year <u>2016</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transaction made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated series should follow the associated retention period.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>emails with Word documents, And PDF documents as attachments</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Emails are Sorted chronologically and Alphabetically in topical folders Within the email mailbox.</u></p>	<p>9. Volume <u>250</u> megabytes Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>megabytes</u></p> <p>10. Annual Accumulation <u>200</u> megabytes Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>megabytes</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>1</u> (see note below) Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Retain for 1 year then purge from email system..</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 150 Main Street - 3rd floor Prince Frederick, MD 20678</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 1 year then purge from email system.</p>	
<p>19. Name and Title of Preparer Denise Cherry, Manager Administrative Services</p>	<p>20. Telephone Number 410-535-1600 x2340</p>	<p>21. Date Revised June 22, 2018</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>5</u>	
1. Department/Agency County Commissioners of Calvert County, MD		2. Division Planning & Zoning		3. Unit Board of Appeals	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 1-C Executive Correspondence			5. Earliest Year/Latest Year <u>2016</u> to <u>2017</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Incoming and outgoing business-related correspondence that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. The executive decision maker is the agency director.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>emails with Word documents, And PDF document files as attachments</u>		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ Emails are sorted into alphabetical And topical files in chronological Order in each individual's Emailboxes.		9. Volume <u>200</u> megabytes _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ megabytes _____ 10. Annual Accumulation <u>200</u> megabytes _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ megabytes _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> (see note below) _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Permanent. Retain for 1 year, then transfer to the State Archives.		
13. Current Location(s) (Bldg., Floor, Room) 150 Main Street - 3 rd floor Prince Frederick, MD 20678			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Permanent. Retain for 1 year, then transfer to the State Archives.		
19. Name and Title of Preparer Denise Cherry, Manager Administrative Services		20. Telephone Number 410-535-1600 x2340		21. Date Revised June 22, 2018	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>4</u> OF <u>5</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Planning & Zoning</p>	<p>3. Unit Board of Appeals</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 2 Meeting minutes, Tapes/CDs/and SD Recordings of Board of Appeal Cases</p>	<p>5. Earliest Year/Latest Year <u>1996</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Board of Appeals Meeting Minutes and Taped and/or CD recordings for Public Board of Appeals hearings for Calvert County, MD. Records are kept in chronological order. The information regarding decisions is kept in chronological order, and can be accessed by property id (map, parcel and section number) and case number. These are of significance as the reasons leading to the decisions of the Board of Appeals are discussed during the hearings. These are discussions that are at times reviewed when land use questions regarding those properties arise during subsequent zoning change requests. (Taped recordings were subsequently replaced with CD records, cd records were replaced with SD (media that is currently being used .))</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Tapes, CD recording and SD recording, Word Document minutes and PDF files.</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>Info is kept chronological order. By property ID (map, parcel and Section number) and case Number. PDF files of the Minutes are CDR and fully Searchable.</p>	<p>9. Volume <u>2</u> of _____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Recordings are held in a firesafe drawer</u></p> <p>10. Annual Accumulation <u><1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>SD recordings</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>See note below</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Retain for 1 year or until administrative need ends and then destroy.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 150 Main Street - 3rd floor Prince Frederick, MD 20678</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Researched via Maryland State Department of Assessments and Taxation Real Property Data Search database located at the following website: https://sda1.dat.maryland.gov/RealProperty/Pages/default.aspx.</p>	<p>18. Recommended Retention Retain for 1 year ^{and} until administrative need ends and then destroy.</p>	
<p>19. Name and Title of Preparer Denise Cherry, Manager Administrative Services</p>	<p>20. Telephone Number 410-535-1600 x2340</p>	<p>21. Date Revised June 22, 2018</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>5</u> OF <u>5</u></p>
<p>1. Department/Agency County Commissioners of Calvert County, MD</p>	<p>2. Division Planning & Zoning</p>	<p>3. Unit Board of Appeals</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 3 Vacant-Series was merged with related material 4 Board of Appeals Application Submittals and General Record Files 5 Vacant Series merged with related materials.</p>	<p>5. Earliest Year/Latest Year <u>2000</u> to <u>2017</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Documentation for all cases that come before the Board of Appeals for Calvert County, MD including application packages, plats, maps, exhibits, staff reports, and Board of Appeals court orders. Appeals that the Board of Appeals consider include variances, special exceptions and expansion or replacement of non-conforming uses to the zoning ordinance regulations. The files are used to prepare cases for BOA hearings and for further action (if required) due to appeals to the higher court. Files also include mailing address files, BOA commission procedures, invoices and budget files.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Files may include attached Plats and maps of various sizes (ex: 18x24 and 36x48)_____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ Info is kept in alphabetical and chronological order. Sorted by property ID (map, parcel and Section number) and case Number.</p>	<p>9. Volume <u>2</u> of _____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Recordings are held in a firesafe _____</p> <p>10. Annual Accumulation <u><1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>See note below</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Retain until administrative need ends and then destroy.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 150 Main Street - 3rd floor Prince Frederick, MD 20678</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Researched via Maryland State Department of Assessments and Taxation Real Property Data Search database located at the following website: https://sdat.dal.maryland.gov/RealProperty/Pages/default.aspx.</p>	<p>18. Recommended Retention Retain for 1 year ^{and} until administrative need ends and then destroy.</p>	
<p>19. Name and Title of Preparer Denise Cherry, Manager Administrative Services</p>	<p>20. Telephone Number 410-535-1600 x2340</p>	<p>21. Date Revised June 22, 2018</p>